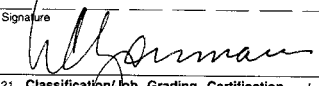
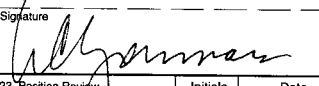


**POSITION DESCRIPTION** (Please Read Instructions on the Back)

<b>2. Reason for Submission</b> <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other <small>Explanation (Show any positions replaced)</small>					<b>3. Service</b> <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field					<b>4. Employing Office Location</b> Orlando, FL					<b>5. Duty Station</b>					<b>1. Agency Position No.</b> NL12389																																																											
<b>7. Fair Labor Standards Act</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt					<b>8. Financial Statements Required</b> <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests					<b>9. Subject to IA Action</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					<b>6. OPM Certification No.</b>																																																																
<b>10. Position Status</b> <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)					<b>11. Position is:</b> <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither					<b>12. Sensitivity</b> <input type="checkbox"/> 1 - Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive					<b>13. Competitive Level Code</b> 0611																																																																
<b>14. Agency Use</b>																																																																															
<b>15. Classified/Graded by</b>										<b>Official Title of Position</b>										<b>Pay Plan</b>					<b>Occupational Code</b>					<b>Grade</b>					<b>Initials</b>					<b>Date</b>																																							
a. U.S. Office of Personnel Management																																																																															
b. Department, Agency or Establishment																																																																															
c. Second Level Review																																																																															
d. First Level Review										Office Automation Assistant										GS					0326					06																																																	
e. Recommended by Supervisor or Initiating Office																																																																															
<b>16. Organizational Title of Position (if different from official title)</b>																				<b>17. Name of Employee (if vacant, specify)</b>																																																											
<b>18. Department, Agency, or Establishment</b> Department of the Army (DA)										<b>c. Third Subdivision</b> Various Locations																																																																					
a. First Subdivision Army Materiel Command (AMC)										<b>d. Fourth Subdivision</b>																																																																					
b. Second Subdivision Simulation, Training & Instrumentation Command (STRICOM)										<b>e. Fifth Subdivision</b>																																																																					
<b>19. Employee review - This is an accurate description of the major duties and responsibilities of my position.</b>										<b>Signature of Employee (optional)</b>																																																																					
<b>20. Supervisory Certification.</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.																																																																															
a. Typed Name and Title of Immediate Supervisor William C. Youmans, Acting Chief of Staff										b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)																																																																					
Signature 										Date 7/17/91										Signature										Date																																																	
<b>21. Classification/Job Grading Certification.</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.										<b>22. Position Classification Standards Used in Classifying/Grading Position</b> USOPM PCS for Office Automation Clerical & Assistance Series, GS-0326, Nov 90, TS-100, Jul 99 (HRCD-7); USOPM Office Automation GEG, Nov 90, TS-100, Jul 99 (HRCD-7)																																																																					
Typed Name and Title of Official Taking Action William C. Youmans, Acting Chief of Staff										<b>Information for Employees.</b> The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.																																																																					
Signature 										Date 7/17/91																																																																					
<b>23. Position Review</b>										Initials										Date										Initials										Date										Initials										Date																			
a. Employee (optional)																																																																															
b. Supervisor																																																																															
c. Classifier																																																																															
<b>24. Remarks</b>																																																																															
Position is at full performance level.																																																																															
BUS: 7777																																																																															
<b>25. Description of Major Duties and Responsibilities (See Attached)</b>																																																																															

### INTRODUCTION

This position is located in the Simulation, Training and Instrumentation Command (STRICOM), which is a Major Subordinate Command (MSC) of the U.S. Army Materiel Command (AMC). The mission of STRICOM is to provide centralized management and direction for all research, development, acquisition and fielding of Army Distributed Simulation (ADS). The mission includes cradle to grave life cycle acquisition beginning with tech base program and following through with each phase of the acquisition process. The Commander centrally directs, coordinates and supports the materiel development, training devices, simulations, simulators and advanced acquisitions and sustainment activities through the functional matrix organizations and four project managers. Incumbent performs office automation work and clerical support duties.

### MAJOR DUTIES

1. Provides essential office automation support and production. Uses the knowledge of the capabilities, operating characteristics and advanced functions of a variety of different software types to improve the efficiency and/or effectiveness of office operations. Duties cover the full range of work difficulty from routine word processing to the use of graphic and database programs for the proper presentation of information. Determines the type of software to be used for the specific job. Integrates data from various types of software to produce final products, which are accurate and meet the needs of the office. Develops methods for automating recurring reports, considering the multiple uses of the data presented. Applies knowledge of the functional capabilities of different software types to select the most appropriate ones. Established categories and formats, and sets up detailed functional procedures needed to enter and retrieve the data in the format needed for the report. Develops and/or reviews office automation procedures to insure efficient information administration. Keeps office personnel informed and instructed on proper procedures. Serves as the office's point of contact regarding the best use of various software programs.

35%

2. Provides clerical support to ensure efficient office operations. Performs a variety of receptionist and other clerical and administrative functions, using judgment to answer recurring questions and resolve problems. Receives phone calls and visitors. Answers routine inquiries or refers to staff members. Establishes and maintains a variety of files for easy retrieval. Files include those involving numerous subject headings and subheading. Cross-reference files containing correspondence, reports reference material, and other office records. Reviews incoming correspondence and determines the action required and

its priority. Routes and distributes mail to appropriate individuals. Establishes and maintains suspense files to ensure timeliness of actions. Follows up on suspense dates to ensure that required actions and responses are made within deadlines. Maintains and orders office supplies, as requested by other staff members. Tracks requisitions to ensure timely completion. Prepares time and attendance data for appropriate supervisory endorsement. Submits data in a timely manner, in accordance with office procedures.

25%

3. Prepares varied documents with complex formats, such as newsletters, brochures, flyers, special reports, briefings, and manuals, using the advanced functions of word processing, desktop publishing and other software types. Prepares varied documents using the advanced functions of word processing, desktop publishing and other software types. Incorporates data from diverse sources and converts the information into a format compatible with the software being used for the end product. Applies publishing capabilities to enhance the impact and effectiveness of such items as reports, presentation and briefing material, training material, and scientific or technical study papers. Determines the appropriate form, arrangement and spacing for the document, based on the nature of the subject matter being typed and its intended use. Resolves problems involving the interpretation of drafts by contacting the originator or by relying on previous experience. Edits material and makes necessary corrections in grammar, punctuation, spelling, and format. Maintains documents in electronic file for easy retrieval. Makes backup copies of stored data as appropriate. Maintains and updates computer user manuals, reference books and operating handbooks.

20%

4. Performs a variety of assignments using the advanced functions of one or more database software packages. Assignments require knowledge of the capabilities, operating characteristics and advanced functions of a variety of different software types. Develops methods for automating administrative and special reports using a variety of software packages. Develops and/or modifies database management systems to perform such office operations as tracking various actions. Applies judgment in selecting the most appropriate software type to efficiently meet office requirements.

20%

Performs other duties as assigned.

**FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION - FL 1-4 - 550**

**Points**

Knowledge of the capabilities, operating characteristics, and advanced functions of a variety of types of office automation software (e.g., word processing, desktop publishing, graphics, database, spreadsheet, communication). Ability to apply this knowledge to devise new methods of office automation support and/or resolve problems with current automation methods.

Knowledge of the similarities and differences of the different software types, the procedures pertinent to their integration, and the incompatibilities typically encountered.

Knowledge of the organization's functions, programs, structure, routines and procedures to receive phone calls and visitors, personally provide information on routine or procedural matters, or refer the question to the appropriate staff members.

Knowledge of the subject area for which the organization is responsible sufficient to perform such tasks as locating and summarizing material, filing material that may be difficult to categorize, as well as the more routine filing and mail duties.

Knowledge of the requirements and procedures pertains to file and record systems and their maintenance.

Knowledge of administrative and clerical rules, practices and procedures applicable to the processing of forms and requests used in various office support tasks, such as time and attendance, travel and office supply requisitioning.

Knowledge of the advanced functions of one or more word processing and/or desktop publishing software packages to be able to perform a substantial range of operations and produce complex formats. Examples of advanced functions include generating table of contents, importing graphics, or establishing the precise alignment of multiple columns.

Knowledge of the procedures for accessing data in different software applications (e.g., database, spreadsheet, graphics) and importing information to be used in publications.

Knowledge of varied and advanced functions of one or more database software packages.

Skill in operating an electronic typewriter, word processor, microcomputer, or computer terminal; and skill in operating related equipment such as printers and modems, as required. A qualified typist is required.

**FACTOR 2. SUPERVISORY CONTROLS - FL 2-3 - 275 Points**

The employee receives assignments with established objectives, priorities and deadlines. Plans and completes work in accordance with established office procedures and office automation practices. Uses initiative to resolve problems encountered. Coordinates efforts with other employees involved in or affected by new or revised procedures. Completed work is reviewed for technical soundness, usefulness and conformance with office operating requirements.

**FACTOR 3. GUIDELINES - FL 3-2 - 125 Points**

The employee selects the most appropriate guidance from established procedures. Judgement required either because the guides are numerous and similar, or because there are alternative procedures for accomplishing a function. Guidelines typically include software user manuals and tutorials, correspondence procedures, time and leave instructions, and sample work products. The supervisor is consulted if the existing guidelines cannot be applied or significant deviations are proposed.

**FACTOR 4. COMPLEXITY - FL 4-2 - 75 Points**

The employee performs duties that involve steps, processes or methods that are often numerous and varied. Determines what needs to be done based on choices between alternatives with easily recognizable differences. Selects the appropriate procedures and/or action, choosing from options that differ in such things as the type of software used, type of document or report to be produced or edited, or existing prerecorded formats.

**FACTOR 5. SCOPE & EFFECT - FL 5-2 - 75 points**

The employee follows established rules and procedures in collecting, organizing, and providing information. The employee's work affects the adequacy or acceptability of related processes or services, such as the way other employees document, receive or transmit information, and increases the usefulness of the information involved.

**FACTORS 6 & 7. PERSONAL CONTACTS & PURPOSE OF CONTACTS - FL 2b - 75 Points**

The employee regularly contacts employees from outside the immediate organization in the Department of the Army. Contacts are to provide, receive or develop information, to identify problems or issues, or to coordinate work efforts.

NL12389

FACTOR 8. PHYSICAL DEMANDS - FL 8-1 - 5 Points

The employee does sedentary work. There may be some walking, standing, bending or carrying of light items.

FACTOR 9. WORK ENVIRONMENT - FL 9-1 - 5 Points

The employee works in an adequately lighted and ventilated office environment. Observes normal safety precautions.

**TOTAL POINTS: 1185 = GS-06**